



## **CHAUFFEUR U.S. CONSULATE GENERAL PERTH**

An opportunity is available to work as a Chauffeur within the Executive Office at the U.S. Consulate General in Perth.

Starting salary \$57,909 + superannuation benefits.

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

**Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.**

1. Completion of secondary school (Year 10) is required.
2. A minimum of two years full-time professional chauffeur experience is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This may be tested.
4. Thorough knowledge of Perth streets, suburbs and regional Western Australia and basic preventative maintenance procedures for vehicles is required. This may be tested.
5. A clean and current Australian driver's license is required.
6. Knowledge of standard computer applications such as Microsoft Word, Outlook and Calendar and use of satellite navigation is required. This may be tested.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, U.S. Consulate General, 13<sup>th</sup> Floor, 16 St Georges Terrace, Perth WA 6000 or via email to: [PerthHR@state.gov](mailto:PerthHR@state.gov) **by October 2, 2015**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

***Note:*** Only short listed applicants will be contacted.

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<b>POSITION TITLE: CHAUFFEUR – FULL TIME</b>	<b>POSITION GRADE LE- 4</b> <b>(STARTING SALARY A\$57,909)</b>
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## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

Serves as chauffeur for the U.S. Consul General and official visitors and is responsible for general maintenance and appearance of all official vehicles.

### **Major Duties and Responsibilities**

1. Acts as chauffeur to the Principal Officer and official visitors and dignitaries, as directed. Is responsible for the Consulate's Armored Vehicle operation. Will liaise with the Protocol/Program Assistant, AFP and Management Officer in formulating daily/weekly/monthly driving schedules and programs. Will liaise with contract driving services for shift handover and schedule coordination for off-hour, week-end and official holiday transport. Is responsible for the pick-up and delivery of dispatches, letters, packages, and unclassified diplomatic pouches using other Consulate vehicles as directed by the Consul General and Management Officer.
2. Responsible for the appearance and general maintenance of x3 Consulate vehicles (1 4x4 LAV, 1 minivan, 1 sedan) and ensuring that they are kept in good mechanical condition at all times. Full detailing of vehicles – washes and cleans vehicles (interior and exterior) as required, but at least once a week for all three vehicles. Responsible for ordering and ensuring all three consulate general official vehicles have adequate supply of petrol in tank at beginning of each day. Ensuring that routine preventative maintenance is performed by liaising with auto repairers and recommending major repairs when required. Ensures all vehicle logs (i.e. trip logs, motor vehicle accident forms, petrol logs and cards) are in each vehicle. Ensure medical kits and CO2 bottles in each vehicle are complete and ready for use
3. Incumbent provides assistance to the management section with U.S. Government owned and leased property by performing minor repairs, maintenance and general handyman duties as directed
4. Will provide other administrative duties including but not limited to photocopy/collate material for mass mailing, assisting with gathering information for ICASS stats, assist direct hire Americans in the purchase and sale of their private vehicles and other duties as directed by the Management Officer.

### **Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 10) is required.

2. A minimum of two years full-time professional chauffeur experience is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This may be tested.
4. Thorough knowledge of Perth streets, suburbs and regional Western Australia and basic preventative maintenance procedures for vehicles is required. This may be tested.
5. A clean and current Australian driver's license is required.
6. Knowledge of standard computer applications such as Microsoft Word, Outlook and Calendar and use of satellite navigation is required. This may be tested.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ELIGIBILITY REQUIREMENTS**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ (If applicable) Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference **must** submit documentation confirming eligibility for a conditional preference in hiring with their application. Any U.S. Veterans who apply **must** also indicate whether they wish to invoke their preference.

### INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

### SUBMIT APPLICATION TO:

Human Resources Office  
U.S. Consulate General  
13<sup>th</sup> Floor, 16 St. Georges Terrace  
PERTH WA 6000  
Or via email to: [PerthHR@state.gov](mailto:PerthHR@state.gov)

### THE DEADLINE FOR APPLICATIONS IS OCTOBER 2, 2015

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

U.S. Mission Australia maintains a drug free work environment.

## **Appendix B**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References